

DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
ASSISTANT INDUSTRIAL HYGIENIST

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OPEN AND PROMOTIONAL

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY	Applications for this classification will be accepted on a continuous basis and processed for examinations to be scheduled as the needs of the Department warrant. Qualified applicants who submit completed applications at least one month prior to the beginning of the next scheduled interviews will be admitted to that examination. Qualified applicants who have a permanent appointment with the Department of Industrial Relations (DIR), excluding State Compensation Insurance Fund may participate promotionally.
CROSS-FILING INFORMATION	Examination for the classification of Associate Industrial Hygienist will be held at the same time. If you meet the entrance requirements and wish to apply for both examinations, you should file only one Application Form 678 . Put the title of each examination you wish to take in Section 1 of the application. Applications (Form 678) are available at and may be filed in person at the Department of Industrial Relations, Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco. This form can be accessed from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations at www.dir.ca.gov .
WHERE TO APPLY	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention: Examination Unit, P.O. Box 420603, San Francisco CA 94142.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$3,651-4,403 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding State Compensation Insurance Fund). Eligibility expires 12 months after it is established.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the date on which you apply.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "II" or "III", etc. For example, candidates possessing</p>

(Continued on reverse side)

(Continuation of Requirements for Admittance)

qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**
Either I

One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

Or II

Two years of professional or technical experience in identifying, evaluating and controlling health hazards in work places, and developing, evaluating and implementing occupational health standards. This experience shall include at least one year in a position comparable in level, responsibility, and duties to that of a Junior Industrial Hygienist in the California state service. (A Master's degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required experience.) **and**

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

**POSITION
DESCRIPTION**

This is the first working professional level. Under direction, an incumbent performs industrial hygiene work of average difficulty; makes preliminary surveys and inspections of occupational environments; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction and use of special field apparatus; collects statistics and information from industrial establishments; gives information on the control of industrial health hazards; interprets standards; dictates correspondence and prepares reports; and does other related work.

**EXAMINATION
INFORMATION**

Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a qualifications appraisal interview.

**QUALIFICATIONS
APPRAISAL
INTERVIEW – 100.00%**

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal Interview

Scope:

In addition to evaluating the competitors relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's

(Continued on next page)

(Continuation of Scope)

- A. Knowledge of:
 - 1. Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers;
 - 2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis;
 - 3. Public and health and industrial hygiene principles and practices;
 - 4. One or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures;
 - 5. Apparatus used to monitor and/or collect samples for analysis;
 - 6. Methods, techniques, and practices used in determining and eliminating health hazards in industry.
- B. Ability to:
 - 1. Analyze situations accurately, derive recommendations, and take effective action;
 - 2. Establish and maintain cooperative relations with those contacted in the course of the work;
 - 3. Communicate effectively;
 - 4. Prepare clear and concise reports;
 - 5. Collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions;
 - 6. Function as a specialist in one or more phases of biological, chemical, engineering, or toxicological factor, effects, and control measures;
 - 7. Interpret and apply industrial hygiene standards.

**VETERANS
PREFERENCE**

Veterans preference credit is **not** granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.